INSTRUCTIONS FOR COMPLETING THE
APPLICATION FOR CHILD NUTRITION PROGRAMS

Please read the instructions carefully. The Application consists of pages to be completed and returned with appropriate attachments to the Policy Statement, such as the letter to parents, application for free and reduced price meals, and if a pricing program, the notification letter. One copy is to be completed with original signatures and returned to the State Agency. A copy of the application packet and an approval letter from the South Dakota Department of Education, Child and Adult Nutrition Services, will be sent to you after it has been determined that the information meets all guidelines and regulations. The narrative parts 4, 5, and 6 and the regulations along with policies, numbered memos, and instructions govern the program.

The approved Parts 1, 2, and 3 and attachments are to be kept at the Local Agency for 3 years past the current year. Parts 4 - 6 should also be kept for 3 years past the current year; however, if there are no changes they may need to be kept longer than that.

Return the Application before September 1. Review of information and approval of the Application is a lengthy process. During this time the State must secure and approve your materials if changed from the prototypes in Policy Statement Attachments B, C, and D. Your cooperation in submitting them on time and with accuracy will be sincerely appreciated. If you deviate from any of the attachments (letter to parents, application form, etc.), you must secure the permission of Child and Adult Nutrition Services prior to releasing them for distribution.

The application is available on the website for downloading and completing on your own computer at doe.sd.gov/oess/cans/nslp/applications.asp. The application needs to be submitted on paper as it requires an original signature.

COMBINED APPLICATION -- PART 1

All agencies complete and return <u>one</u> copy of Part 1, regardless of how many programs the agency operates. This section has general information about all programs.

A.   LOCAL AGENCY DATA
1.   <u>Addresses and Phone Numbers</u> - this is information for the local agency where mail will be sent for the authorized representatives for all programs the agency operates. Separate addresses for authorized representatives for all programs are not maintained.

The second address requested is one for package delivery. This applies to agencies that use a PO Box for their mail. A street address is required for packages sent through package delivery services.

2.   <u>Local Agency Status</u> - Indicate which of the listed items applies to the agency status. Include any required attachments. <u>New SFAs</u> must provide proof of their tax-exempt status under section 501(c)3 of the amended IRS code.

B.   PROGRAMS
Check which program(s) the local agency is applying to operate. The Food Distribution Program (commodities) box should be checked if the agency plans to order commodities. It is possible that the Local Agency is not aware of all Summer Food Service Program plans for summer. The application can be amended to add/change/delete as the time to operate the program draws nearer.

C. MEAL/MILK COUNT METHOD

It is imperative that all agencies maintain a reliable method for taking meal counts each day at each meal service. There are many acceptable methods for completing meal counts. Check whether point of service is used or an alternate method will be used.

Point-of-service means that point in the food service operation where a determination can accurately be made that a reimbursable free, reduced-price, or paid meal, or free or paid milk has been served to an eligible child. This is traditionally at the end of the serving line.

Alternate systems mean the count is taken in a different manner. Alternate systems must be approved by CANS. A couple of examples: 1) Meals are served family style and the names of children are checked on the roster immediately after they have been served. 2) Tickets are taken or roster is checked off at the beginning of the meal service line and the last person in the line or a lunchroom supervisor makes sure that all children have the right number of food items on their trays. 3) Children are seated and their individual meals are brought to them. The names of children are checked on the roster immediately after they have been served. Provide additional information to describe any alternate systems used by each site in the Local Agency.

D. PRODUCTION RECORDS

Production records must be maintained for all child nutrition programs, except the Special Milk Program and in day care homes. A prototype has been provided by the State Agency (CANS) for each program which can be found in SD NSLP Memo #9A. If that prototype is used, check that box. If the local agency has developed its own production record or is using one from a company (such as a computerized method), check the alternate form box and include a copy of what is used.

E. PERSONNEL

This item requests information for personnel for all programs and the address and contact for commodity delivery. Sometimes the same person is responsible for all areas of all programs. If that is the case, it is not necessary to complete the information over and over again. Just write "same" on the top line of that section. The names of the programs are in the columns and the information being requested relative to each program is listed in the rows on the left.

Authorized Representative is the person designated and authorized by the governing board to enter into contracts on behalf of the local agency and must be administratively responsible to Child and Adult Nutrition Services for all administration and operation terms of the Child Nutrition Programs. A separate mailing address for the authorized representatives can be listed.

Claim Representative This is the person responsible for completing the claims for reimbursement and the person who should be contacted in case of questions regarding the claim. Mail is usually not sent to claim representatives; therefore, no separate address is requested.

Food Service Director is the person responsible for food service/nutrition program operations at the local agency. This is the person who will receive the commodity order blank. This person is sometimes located in a different building than the authorized representative. A separate address can be used for this person.

Commodity Delivery Address is the physical address where the commodities will be delivered if the agency receives commodities. Fill in the appropriate blanks if the contact person, delivery address, or any other information related to the commodity delivery is different than information provided previously. Special Milk Programs do not receive commodities.

F.   SITE SUMMARY

This item asks for the name of each attendance center and some relevant information. Each attendance center should be listed, whether or not they are all in the same building. Generally, the attendance centers listed should be the same as those reported to the Department of Education. Attendance centers that are split between buildings should be noted and separate information provided for them. The columns on the left list the various programs in which a site can participate. The city is needed to help identify the site. A line has been added to indicate whether or not the site offers snack after school as part of the National School Lunch Program.

The type of center varies by program.

CHILD AND ADULT CARE FOOD PROGRAM
ADCC Adult Day Care Center
ASC After School Care
CC   Child Care Center
CCCH Child Care Center - Head Start &
    Early Head Start
CCCO Child Care Center - Other
DCH Day Care Home
GFDCH - Group Family Day Care Home
ES – Emergency Shelter
OSH Outside School Hours
XX – Title XX for Profit Center

SCHOOL NUTRITION PROGRAMS (NATIONAL SCHOOL LUNCH, SCHOOL BREAKFAST,)
RCCI - Residential Child Care Institution
EL SCH - Elementary School
MSCH - Middle School
JHSCH - Junior High School
PSCH - Pre School
SHSCH - Senior High School

SPECIAL MILK ONLY
NPN - Nonprofit Nursery
SC - Summer Camp
EL SCH - Elementary School
MSCH - Middle School
JHSCH - Junior High School
SHSCH - Senior - High School
PSCH - Pre School
SH - Settlement House
SVCI - Service Institution

SUMMER FOOD SERVICE PROGRAM
CAMP - Residential Camp
ENRL - Enrollment Site
MIGR - Migrant
NRC - Nonresidential Camp
NYSP - National Youth Sports Program
OPEN - Needy Area

The Begin Date and End Date are the beginning dates of the program and the end date of the program. The agreement covers the federal fiscal year of October 1 through September 30. We realize the end date may be an estimate based on schedule changes, such as make-up for bad weather.

Operating Days per Week - How many days per week is this attendance center open?

Total Number of Operating Days - How many days per year does this attendance center intend to operate?

G.   CONTRACTS
List any contracts that were answered with a "yes" and attach a copy of that contract for approval.

H.   ATTACHMENTS
Include copies of required documentation and check which documents are attached. New Local Agencies that are private nonprofit must provide proof of their tax-exempt status under section 501(c)3 of the amended IRS code. The verification and edit checks are no longer requested as forms and procedures for that are standardized for all schools. If you wish to have an alternate edit check form reviewed, that can be sent in with such a note.

I.   AUTHORITY
The authority for program operation is provided in Section I.

J.   ASSURANCES
This section provides assurances that the program will be operated according to program requirements, that the agency has not been suspended or debarred.

Complete and return one copy of the combined application with the appropriate Part 2 (Specific Program Sections) and Part 3 (Site Information Sections) to

Child and Adult Nutrition Services - DOE
800 Governors Drive
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